

PROPOSER'S DOCUMENT SUBMISSION CHECK LIST
RFP 0000012637
REPLACEMENT OR UPGRADE OF MPD RECORDS MANAGEMENT SYSTEM

| | REQUIRED DOCUMENTS |
|--|---|
| | <p>EIGHT (8) COPIES OF THE PROPOSAL SHALL BE SUBMITTED. ONE (1) MANAUALLY SIGNED CLEARLY MARKED "ORIGINAL" AND SEVEN (7) CLEARLY MARKED "COPY". COPIES SHOULD BE BOUND IN THREE (3) RING BINDERS PREFERRED EXCEPT FOR APPENDIX "A", APPENDIX "B" AND APPENDIX "C". REFER TO INSTRUCTIONS BELOW AND SCOPE OF SERVICE FOR SUBMITTAL INSTRUCTIONS FOR THESE APPENDIXES.</p> <p>PROPOSALS SHOULD BE SUBMITTED IN THE SEQUENCE LISTED BELOW:</p> |
| | |
| | 3.21 COVER SHEET |
| | 3.2.2 TABLE OF CONTENTS |
| | 3.2.3 RFP DOCUMENT AND ALL ADDENDUMS |
| | 3.2.4 VENDOR INFORMATION |
| | 3.2.5 HIGH LEVEL SOLUTIONS CAPABILITIES SUMMARY |
| | 3.2.6 PROJECT AND QUALITY MANAGEMENT |
| | 3.2.7 PROPOSED PROJECT TEAM |
| | 3.2.8 IMPLEMENTATION TIMELINE |
| | 3.2.9 CUSTOMER SUPPORT |
| | 3.2.10 REFERENCES |
| | <p>3.2.11 COST – ALL EIGHT (8) COPIES OF APPENDIX :C: - COST PROPOSAL - ONE (1) MANUALLY SIGNED CLEARLY MARKED "ORIGINAL" AND SEVEN (7) CLEARLY MARKED "COPY" SHALL BE SUBMITTED IN A SINGLE, CLEARLY MARKED ENVELOPE. COST PROPOSAL COPIES SHALL BE BOUND.</p> <p>ENVELOPE SHALL BE MARKED:</p> <p>RFP 12637</p> <p>UPGRADE OR REPLACEMENT OF MPD RECORDS MANAGEMENT SYSTEM</p> <p>CLOSING DATE:</p> <p>PROPOSER'S NAME:</p> |
| | |

PROPOSER'S DOCUMENT SUBMISSION CHECK LIST
RFP 0000012637
REPLACEMENT OR UPGRADE OF MPD RECORDS MANAGEMENT SYSTEM

| | |
|--|--|
| | <p>NOTES:</p> <ul style="list-style-type: none">- THE ORIGINAL COPY OF THE PROPOSAL AND ALL OF THE DOCUMENTS REQUIRING A SIGNATURE INCLUDING THE COST PROPOSAL ARE TO BE MANUALLY SIGNED. NO FACSIMILES.- APPENDIX "A" – FUNCTIONAL REQUIREMENTS SHOULD BE SUBMITTED ELECTRONICALLY AS A MICROSOFT EXCEL SPREADSHEET FILE TO procurement.services@milwaukee.gov.- APPENDIX "B" – TECHNICAL SOLUTION INFORMATION SHOULD BE SUBMITTED ELECTRONICALLY AS A PDF OR MICROSOFT WORD DOCUMENT TO procurement.services@milwaukee.gov.- APPENDIX "C" – COST PROPOSAL SHOULD BE SUBMITTED IN A SINGLE CLEARLY MARKED ENVELOPE AS A PDF OR MICROSOFT WORD DOCUMENT. |
|--|--|

PLEASE NOTE THAT THE INFORMATION BEING REQUESTED ABOVE IS MATERIAL TO THE NATURE OF THIS REQUEST FOR PROPOSAL. FAILURE TO SUBMIT THE ABOVE REQUESTED INFORMATION WITH YOUR PROPOSAL AND IN THE SEQUENCE DETAILED HEREIN AND THE SCOPE OF SERVICES MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE. PLEASE MAKE SURE THAT THE DOCUMENTS YOU SUBMIT WITH YOUR PROPOSAL FULFILLS ALL OF THE REQUIREMENTS SET FORTH IN THE RFP.